NATIONAL CITY PUBLIC LIBRARY
Invites your application for:

Part-time Library Assistant
Literacy Services/Computer Center
Up to 19 hour/week
$13.92/hour

Duties:

Responsibilities of the Literacy Services Library Assistant include: tutor/learner recruitment; training literacy tutors; tutor/learner coordination and ongoing support; volunteer coordination; literacy outreach; event planning and coordination; assisting learners and other patrons with the use of literacy software applications; maintaining the literacy database.

and/or

Responsibilities of the Computer Center Library Assistant include; assist patrons with the use of software applications, the Internet and email; assign computers to patrons; maintain and operate computer and audio-visual equipment for patron and city use; provide direction and information to patrons regarding policies and procedures.

Requirements:

Requirements are: graduation from high school and one year of clerical experience involving public contact; working knowledge of Microsoft Word, and Excel and data entry; knowledge of basic office procedures and equipment; ability to establish and maintain effective working relations with all levels of staff and the general public. Literacy experience is desirable.

Filing Deadline: October 24, 2011

Applications can be downloaded from our city's website **www.nationalcityca.gov** or can be picked up at the Library's front desk. Completed applications must be returned directly to the Library along with three references.

Posted on 9/27/2011